Expenses

Expenses are used to process claims for reimbursement.

Expenses help with accurate and timely expense claiming

Faster expense processing.

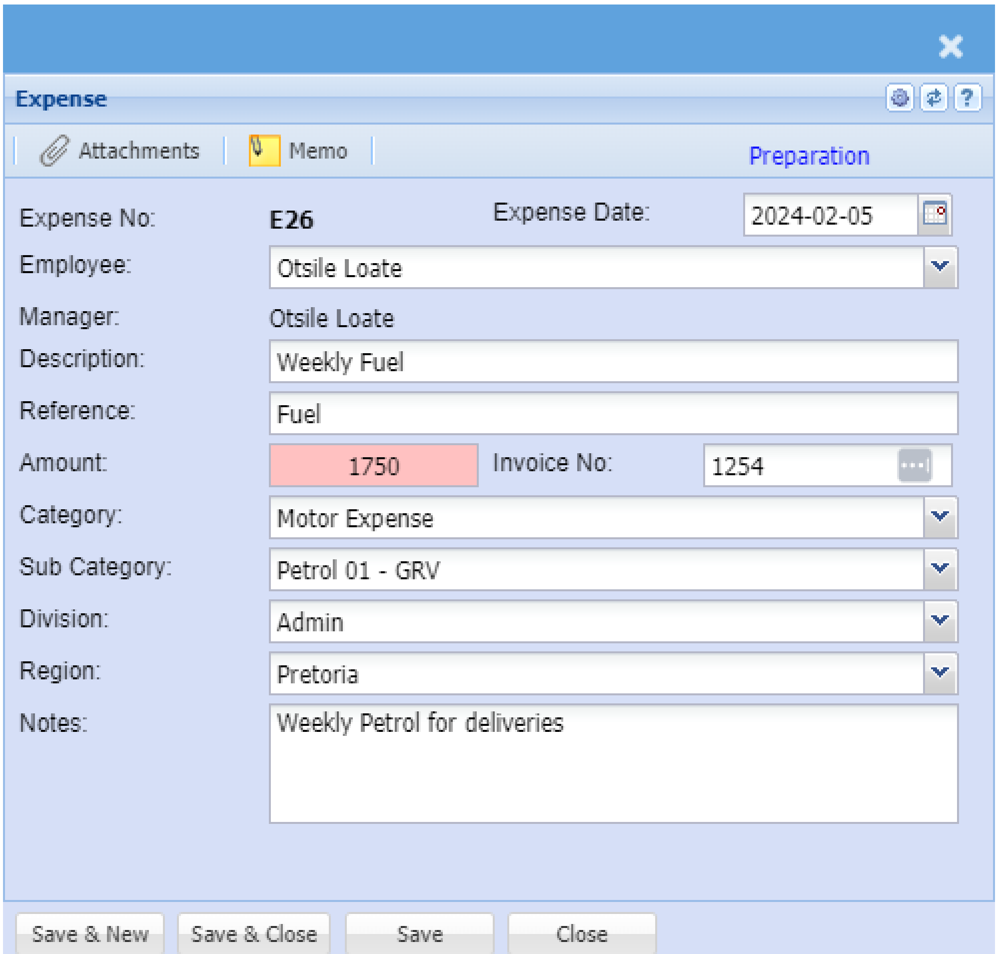
Employee satisfaction.

Experience processing cuts costs

Reduce errors and mistakes done by the manual traditional process.

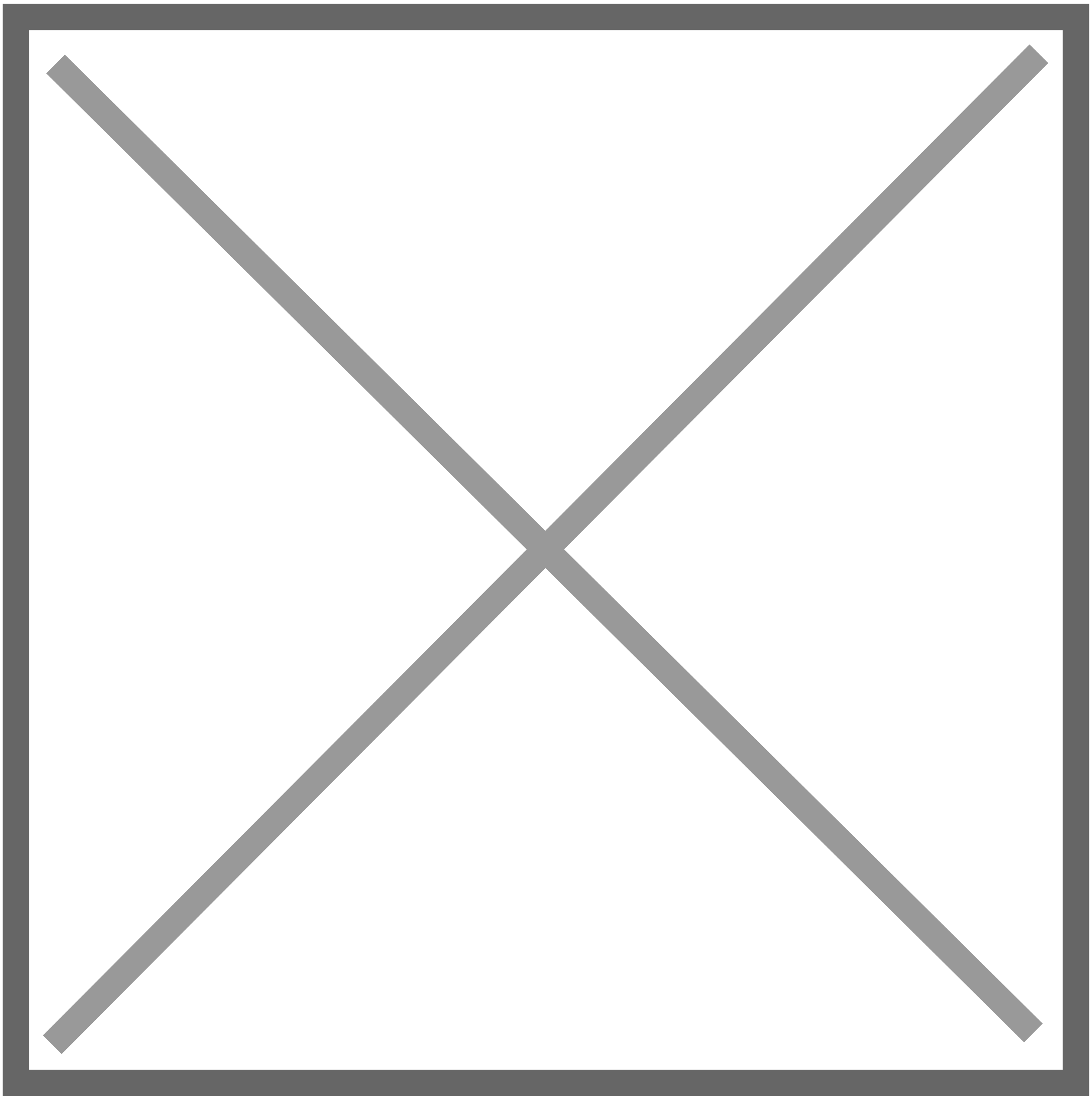
Increased expense claim transparency.

CRM Module> Activity> Expenses



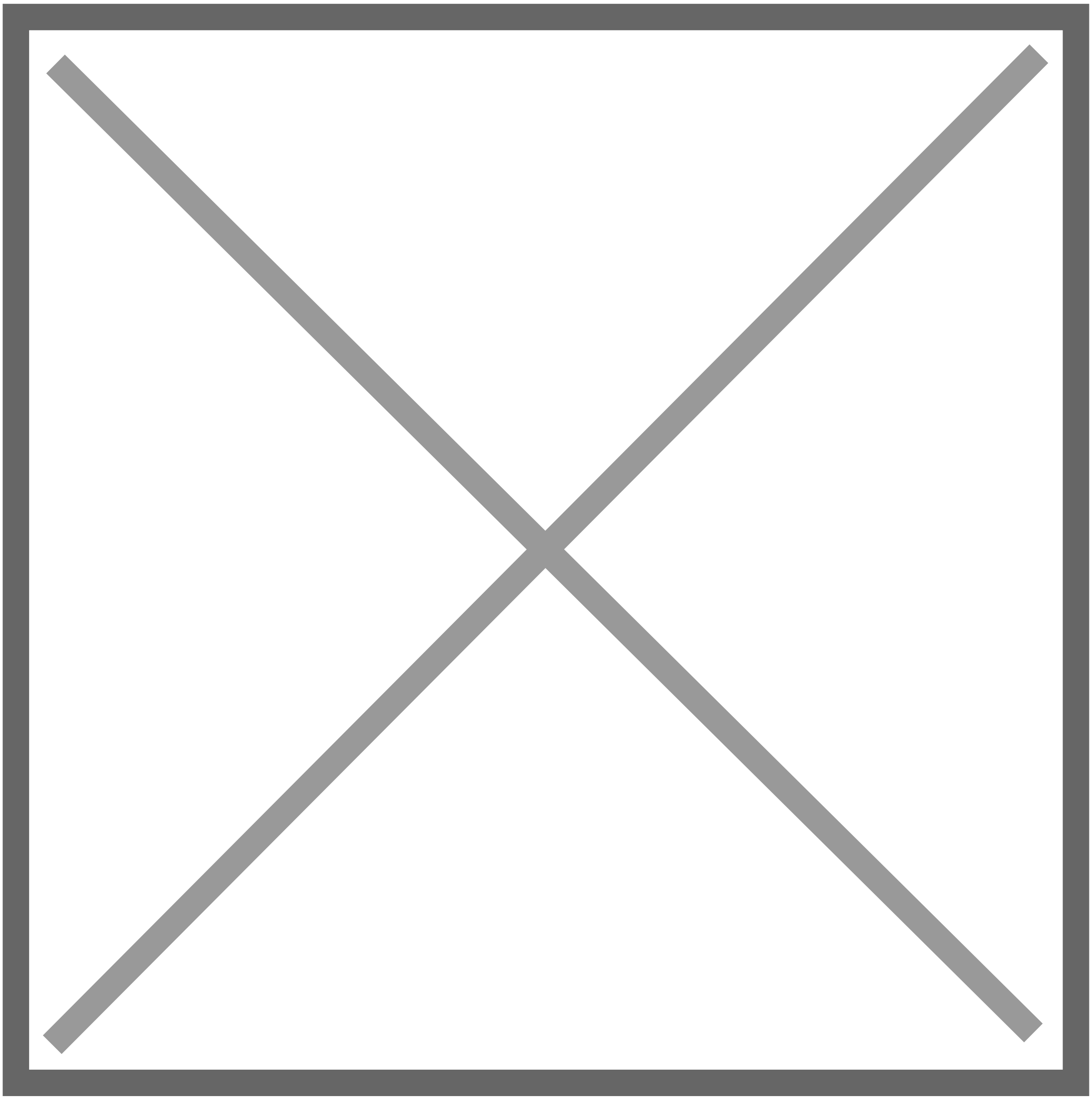
Expense Date	Capture the correct date for the expense you are claiming for
Employee	Select the employee who is claiming on the drop down list.
Manager	The assigned approver will populate in this field
Description	Enter the expense description.
Reference	Enter the expense reference
Amount	Enter the expense amount.
Invoice No	Enter the supporting document number
Category	Select the category on the drop down
Sub Category	Select the sub category on the drop down
Division	Select the division on the drop down
Region	Select the region on the drop down
Note	Allows you to add additional notes on the expense/ claim

You can attach

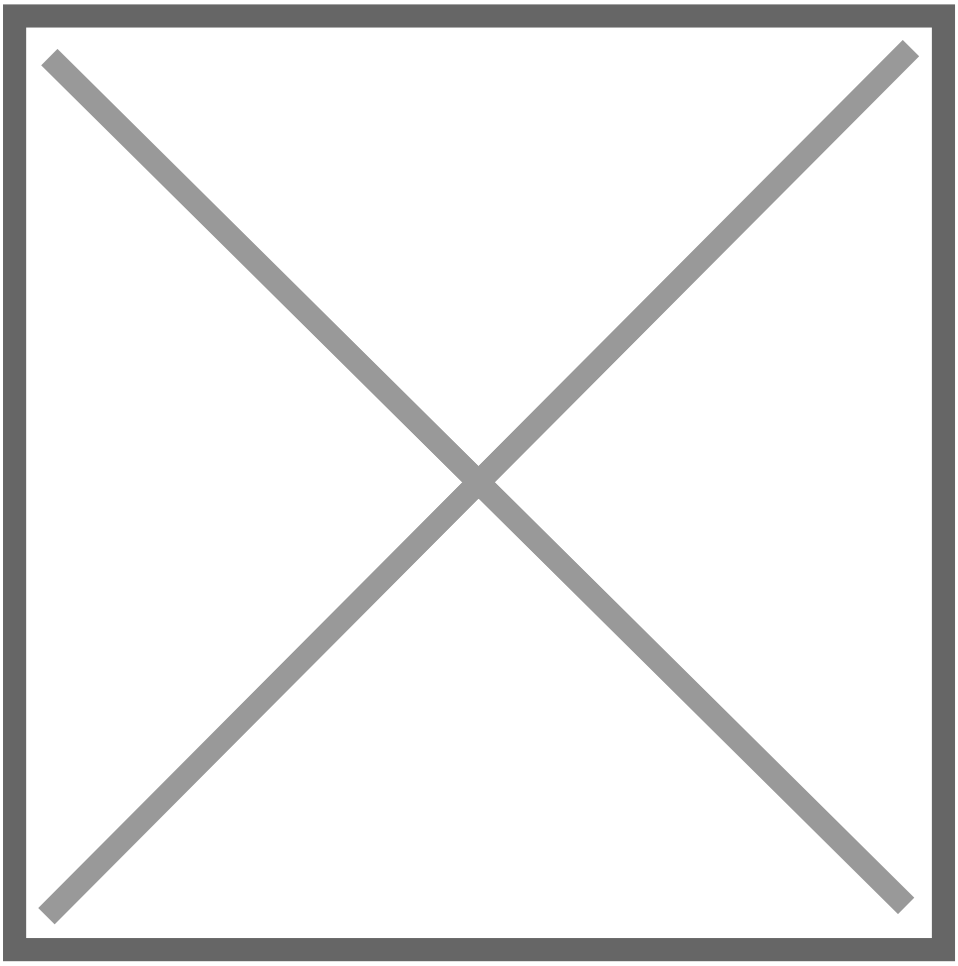


Once the information has been captured

the user clicks on send approval - this emails the approver regarding this claim.



The status of the expense claim will now change to awaiting approval.



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